

# MONTANA SECRETARY OF STATE

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## Accessibility Checklist for Primary and General Election Polling Place Certification

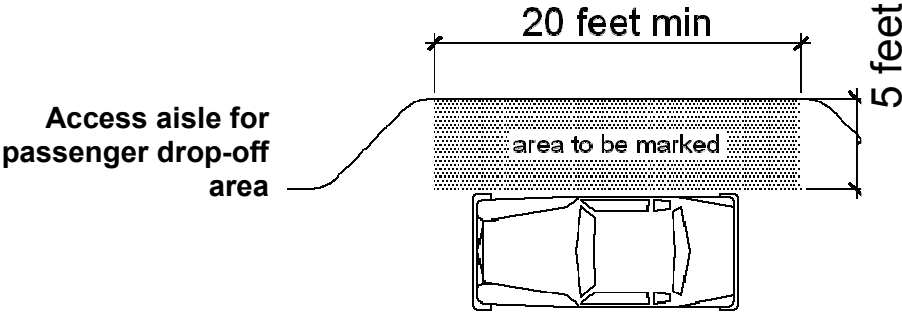
(as authorized in ARM 44.3.102 and 44.3.105(4))

County _____	Precinct/Ward/District _____
Polling Place Name/Address _____	
Polling Place City/Town Name _____	

**As you complete the survey** keep in mind that people with disabilities arriving at the polling place should be able to approach the building and enter *as freely as everyone else*. *At least one route of travel should be safe and accessible for everyone*, including those with disabilities.

Questions	Yes	No	NA	Possible Solutions
<b>A. PARKING</b>				
1) Does the polling place have: a) parking spaces available?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Create or designate some type of parking area in order to provide accessible parking.
b) distinctly-marked accessible parking spaces?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Construct required number of accessible parking spaces. (See table, page 2).
<b>Note:</b> All polling places are required to have the proper number of accessible parking spaces for the election. Any spaces constructed for this purpose <i>should</i> be permanent, but <i>may</i> be temporary for voting day only.				
2) Are the accessible parking spaces the closest parking spaces to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Relocate spaces so they are closest spaces to the accessible entrance.
3) Is this area stable, firm and slip-resistant, with no changes in level greater than ½ inch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace gravel with hard surface. <input type="checkbox"/> Repair uneven paving. <input type="checkbox"/> Fill small bumps and breaks
4) Is there at least 98 inches (8 feet, two inches) of vertical clearance above each accessible parking space, access aisle, and vehicular route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reconfigure/relocate parking spaces in order to achieve the required clearance. <input type="checkbox"/> Remove objects protruding into the required clearance area.

Questions	Yes	No	NA	Possible Solutions										
5) Is the required number of accessible, 8-foot-wide parking spaces provided? (See table at right.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Reconfigure to provide correct number of accessible spaces in the proper dimensions. <table border="1"> <thead> <tr> <th>Total number of spaces</th> <th>Required number of accessible spaces</th> </tr> </thead> <tbody> <tr> <td>1 to 25</td> <td>1 space</td> </tr> <tr> <td>26 to 50</td> <td>2 spaces</td> </tr> <tr> <td>51 to 75</td> <td>3 spaces</td> </tr> <tr> <td>76 to 100</td> <td>4 spaces</td> </tr> </tbody> </table>	Total number of spaces	Required number of accessible spaces	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces
Total number of spaces	Required number of accessible spaces													
1 to 25	1 space													
26 to 50	2 spaces													
51 to 75	3 spaces													
76 to 100	4 spaces													
6) Is at least one van accessible parking space provided? (One required for every 6 accessible spaces.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Reconfigure to provide correct number of van accessible spaces.										
7) Does each accessible space include an access aisle that is: a) 5-feet wide for standard accessible spaces? b) 5-feet wide for van-accessible spaces that are 11-feet in width, or 8-feet wide for van accessible spaces of 8-feet in width? (16-feet total for van accessible spaces.)  <b>Note:</b> Each accessible parking space must have an access aisle, but accessible spaces may share access aisles.	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> Reconfigure to provide correct number of access aisles of the proper dimensions.  <input type="checkbox"/> Clearly mark the access aisle(s).										
8) Do all accessible parking spaces and access aisles have a slope of 1:48 or less? (See note at right.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Relocate accessible parking space(s). <b>Note:</b> Slope is the ratio of height to length. 1:48 means the ramp height increases 1 inch for every 48 inches of ramp length.										
9) Do all access aisles connect to an accessible route that goes to an accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add curb ramps/cuts. <input type="checkbox"/> Reconstruct sidewalk. <input type="checkbox"/> Choose alternative accessible route.										
10) Are all accessible parking spaces clearly marked by a sign with the accessibility symbol attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add proper signs, placed so that they are not obstructed by cars, vegetation, or other objects.										
11) For each van accessible parking space, is there a "Van Accessible" sign mounted on the same post below the accessibility symbol?  <b>Note:</b> Signs must be attached to a pole or building directly in front of each parking space. Painting the accessibility symbol on the surface of the parking space doesn't meet this requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add "Van Accessible" signs placed so they are not obstructed by cars or other objects.										

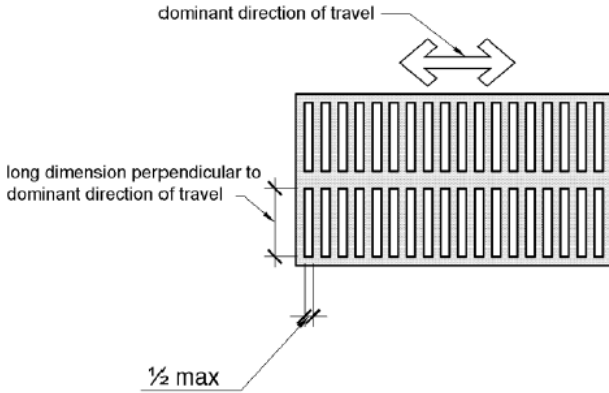
Questions				Possible Solutions	
	Yes	No	NA	If no, consider making these changes:	
12) Are all accessible and van accessible parking signs mounted a minimum of 5 feet above the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mount signs at the correct height.
<b>B. PASSENGER DROP-OFF AREAS</b>			<input type="checkbox"/>	* Please mark any questions that are not applicable to this polling place "NA."	
1) Is the vehicle space at least 8-feet wide and 20-feet long? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Find a suitable drop-off area with room for an access aisle.
2) Is the slope of the vehicle space no more than 1:48?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Find a location that's relatively level and on an accessible route.
					
3) Is an access aisle provided that is at least 5-feet wide and the same length as the vehicle space? (See above figure.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Find a suitable drop-off area with room for an access aisle.
4) Is the access aisle the same level as the vehicle space?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Install curb ramps/cuts. <input type="checkbox"/> Find a more suitable drop-off area with an accessible route to the building entrance.
5) Is this area stable, firm and slip-resistant, with no changes in level greater than ½ inch?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Repair uneven paving. <input type="checkbox"/> Fill small bumps and breaks. <input type="checkbox"/> Replace gravel with hard-topped surface.
6) Is there at least 9½ feet of vertical clearance above the vehicle space of the drop-off area, as well as above the vehicle route from the parking facility or lot entrance to the exit?	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">vertical clearance</div>	<input type="checkbox"/>	Find a more suitable drop-off area with sufficient overhead clearance.
<b>C. SIDEWALKS AND WALKWAYS</b>					
1) Is there a route of travel from the accessible parking space/drop-off area to the accessible entrance without any stairs?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> Add a ramp. <input type="checkbox"/> Find an alternative route on level ground.

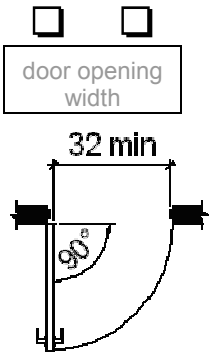
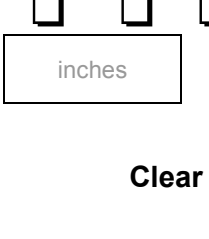
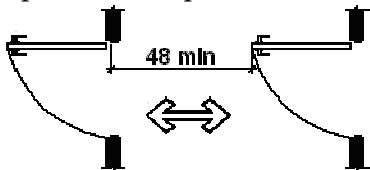
Questions	Yes	No	NA	► ►	Possible Solutions
2) Is this route stable, firm and slip-resistant, with no changes in level greater than ½ inch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Repair uneven paving. <input type="checkbox"/> Fill small bumps and breaks. <input type="checkbox"/> Replace gravel with hard-topped surface.
3) Is this route at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Change/move landscaping, furnishings, or other objects that narrow the path of travel. <input type="checkbox"/> Widen route.
4) Are slopes on the route no steeper than 1:20?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Add a ramp.
5) Do curbs on the accessible route have ramps/cuts at drives, parking and drop-offs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Install curb cut. <input type="checkbox"/> Add a curb ramp connecting with the curb.
6) Are curb ramps/cuts on the route at least 36 inches wide, excluding flared edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Widen curb ramps/cuts.
7) Is the slope of the curb ramps/cuts no more that 1:12?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lengthen curb ramp/cut to decrease slope. <input type="checkbox"/> Relocate the curb ramp/cut.
8) Is the route free of any objects that protrude more than 4 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Note:</b> It is not necessary to remove objects that protrude less than four inches from the wall, no matter their height above the ground or floor.
If no:					
a) Is the object within 27 inches of the floor or ground so that it is <i>low enough</i> to be detectable by a person using a cane? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Move or remove protruding objects. <input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier.
b) Is the object at least 80 inches above the floor or ground so that it is <i>high enough</i> to walk beneath it? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Move object out of the accessible route. <input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier.

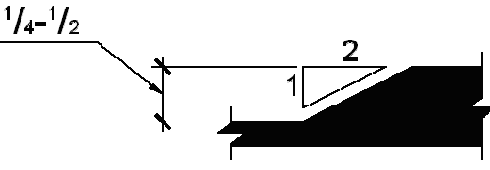
**Note:** Door closers and doorstops are allowed to be 78 inches above the floor.

**80 inches of clear space and headroom are required**

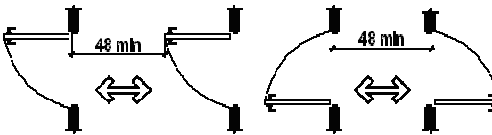
**Objects within 27 inches of the floor are cane-detectable**

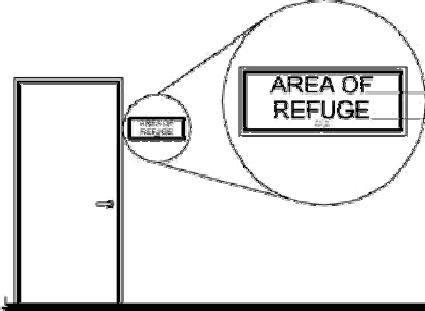
Questions		Possible Solutions
	Yes   No   NA	If no, consider making these changes:
<p>9) Is the route free of gratings or other openings in the surface larger than ½ inch?</p> <p><b>Note:</b> Elongated openings must be placed perpendicular to the dominant direction of travel. (See figure at right.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Find/create an alternative accessible route.
<p style="text-align: center;"><b>Gratings and other openings</b></p>		
<p><b>D. BUILDING ENTRANCE</b></p> <p>The building layout should allow people with disabilities to access the voting area <i>without assistance</i>.</p>		
<p>1) If there are stairs at the main entrance, is there also a ramp?</p> <p><i>If yes, complete APPENDIX I—RAMPS.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Install ramp (portable or temporary). <input type="checkbox"/> Find/create alternative accessible entrance. <input type="checkbox"/> Attach <b>APPENDIX I—RAMPS</b> .
<p>2) If the main entrance is not accessible and it's not feasible to make it accessible, is there an alternate accessible entrance?</p> <p><b>Note:</b> If it's not possible to make the main entrance accessible, create a <i>dignified</i> alternate entrance. Don't use a service entrance unless there is no other option. Make sure accessible parking is as close as possible.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Create alternative accessible entrance. <input type="checkbox"/> Move voting to an accessible location.
<p>3) Can the alternate accessible entrance be used without assistance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Eliminate wherever possible the need for assistance (to answer a doorbell, to operate a lift, or to put down a temporary ramp).
<p>4) Do inaccessible entrances have signs directing voters to the nearest accessible entrance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Install signs before inaccessible entrance so people don't have to retrace their path.
<p>5) Is there adequate maneuvering clearance for a wheelchair on each side of the doorway? See <b>APPENDIX IV—MANEUVERING CLEARANCE</b>.</p> <p><b>Note:</b> A person using a wheelchair or crutches needs this clear floor space to move out of the way of the door when opening it.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Create a larger landing. <input type="checkbox"/> Remove or relocate obstructions. <input type="checkbox"/> Reposition door with hinge on opposite side or reverse door swing. <input type="checkbox"/> Add power-assisted door opener. <input type="checkbox"/> Prop door open/have someone readily available to open door on election day.

Questions	Yes	No	NA	Possible Solutions
<p>6) With the entrance door fully open is there an opening of at least 32-inches wide or at least one 32-inch opening for a double door? (See figure.)</p> <p><b>Minimum door opening</b></p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> If no, consider making these changes:	<input type="checkbox"/> Widen the door opening to 32 inches. <input type="checkbox"/> If latch projects 5/8 inch, widen to at least 31-3/8 inches. <input type="checkbox"/> Install offset (swing-clear) hinges.	
<p>7) Is the clear floor space between two doors in a series at least 48 inches, plus the width of any door swinging into the space? (See figure at right.)</p> <p><b>Clear floor space</b></p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Reposition or replace doors. <input type="checkbox"/> Prop one door open on election day.		
<p>8) Is the door handle mounted between 34 and 48 inches above the ground/floor?</p> <p><b>height of handle</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Reposition door handles.		
<p>9) Is the handle operable with a closed fist?</p> <p><b>Note:</b> The "closed fist" test—try opening the door or operating the control using only one hand held in a fist. If you can do it and the opening force required isn't too great, so can a person who has limited use of his or her hands.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Replace with a lever or loop handle. <input type="checkbox"/> Retrofit with an add-on lever extension. <input type="checkbox"/> Install power-assisted/automatic openers.		
<p>10) Can <i>interior</i> doors be opened using a <i>maximum</i> force of 5 foot-pounds? (There is no specific requirement for <i>exterior</i> doors, but rather a suggested maximum of 8 foot-pounds.)</p> <p><b>Note:</b> You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens. Read the amount of force required. (You may need to attach a string to the fishhook, tie it to the doorknob or handle and take the measurement.)</p> <p>If you don't have a force meter or a fish scale, judge subjectively whether the door is <i>easy to open</i>.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <div>force— interior door</div> <div>force— exterior door</div>	<input type="checkbox"/> Adjust door closers; oil hinges. <input type="checkbox"/> Install lighter doors, power-assisted doors, or automatic door openers. <input type="checkbox"/> Prop door open or have someone readily available to open it for people needing assistance on election day.		
<p>11) If the door has a closer, does it take at least 5 seconds to close from a 90-degree open position to within 3 inches of the door latch? (Not a precise measurement.)</p> <p><b>time</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Adjust door closer. <input type="checkbox"/> Prop door open/have someone readily available to open it for people needing assistance on election day.		

Questions				Possible Solutions	
	Yes	No	NA	▶	▶ If no, consider making these changes:
12) Is the height of <b>unbeveled</b> door thresholds 1/2 inch or less? (See figure at right.)  <b>Note:</b> Height greater than 1/2 inch must be ramped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Add bevels to both sides so that slope of each bevel is no greater than 1:2.  <input type="checkbox"/> Create temporary ramp with proper slope.
13) Is the slope of <b>beveled</b> door thresholds 1 inch or less for every 2 inches of length (1:2)?  <b>Note:</b> Thresholds 3/4 inch high that have a slope of 1:2 are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Change bevels to proper slope. <input type="checkbox"/> Create temporary ramp with proper slope.  <div style="text-align: center;">  <p>Proper slope</p> </div>
<b>E. HALLWAYS, CORRIDORS AND VOTING AREA</b>				<i>* Please mark any questions that are not applicable to this polling place "NA."</i>	
1) Does the building entrance provide direct access to the voting area?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Make another entrance accessible.
2) If not, is there an accessible route of travel from the entrance to the voting area without any stairs, steps or curbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Provide an alternate accessible route.  <input type="checkbox"/> Make another entrance accessible
3) If there is carpeting or mats along this route, is it: a) low pile? b) tightly woven? c) securely attached along the edges? d) no thicker than 1/2 inch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Replace carpeting. <input type="checkbox"/> Place plywood over carpet. <input type="checkbox"/> Secure edges on all sides.  <input type="checkbox"/> Replace or remove mats.
4) Is this route stable, firm and slip-resistant, with no changes in level greater than 1/2 inch?	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Repair uneven paving. <input type="checkbox"/> Fill small bumps and breaks. <input type="checkbox"/> Put plywood down over route.
5) Is the route free of gratings or other openings in the surface larger than 1/2 inch?  <b>Note:</b> Elongated openings must be placed perpendicular to the dominant direction of travel. (See <b>Gratings and other openings</b> figure on page 5.)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Find/create an alternative accessible route.

Questions	Yes	No	NA	Possible Solutions
6) Is this route at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Move any objects that restrict width in order to provide a 36-inch-wide route. <input type="checkbox"/> Provide an alternate 36-inch-wide route.
7) Is the route free of any objects that protrude more than 4 inches? If no:	<input type="checkbox"/>	<input type="checkbox"/>		<p><b>Note:</b> It is not necessary to remove objects that protrude less than four inches from the wall, no matter their height above the ground or floor.</p>
a) Is the object within 27 inches of the floor or ground so that it is <i>low enough</i> to be detectable by a person using a cane? (See figure on page 4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move or remove protruding objects. <input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier.
b) Is the object at least 80 inches above the floor or ground so that it is <i>high enough</i> to walk beneath it? (See figure on page 4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move object out of the accessible route. <input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier.
8) Do all walks, halls, corridors, passageways, aisles or other circulation spaces have a minimum of 80 inches clear head room?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Move obstacles to provide clear headroom.
9) Is there a 5-foot circle or T-shaped space for a person using a wheelchair to turn around in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings, displays, equipment. <input type="checkbox"/> Find an alternate accessible route.
10) Are there interior doors on the accessible route? <i>If yes</i> , answer questions 10 – 18 below. <i>If no</i> , go to section <b>F—Indoor Signs</b> .	<input type="checkbox"/>	<input type="checkbox"/>		
11) With doors fully open, is there an opening at least 32-inches wide, or at least one 32-inch opening for a double door? (See <b>Minimum door opening figure</b> on page 6.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Widen the door opening to 32 inches. <input type="checkbox"/> If latch projects 5/8 inch, widen to at least 31-3/8 inches. <input type="checkbox"/> Install offset (swing-clear) hinges.
12) Is there an adequate maneuvering clearance for a wheelchair on each side of the doorway? (See Appendix IV for correct maneuvering clearance.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Create a larger landing. <input type="checkbox"/> Remove or relocate obstructions. <input type="checkbox"/> Reposition door with hinge on opposite side or reverse door swing. <input type="checkbox"/> Add power-assisted/automatic door opener. <input type="checkbox"/> Prop door open/have someone readily available to open door on election day.

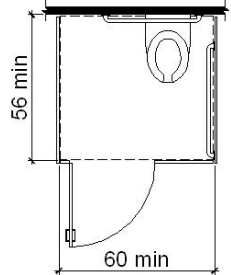
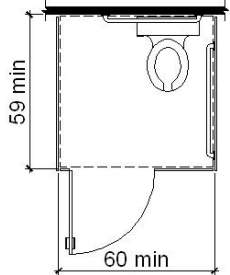
Questions	Yes	No	NA	Possible Solutions
13) If there are two doors in series, is the clear floor space between them at least 48 inches, plus the width of any door swinging into the space? (See figure at right.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reposition/replace doors. <input type="checkbox"/> Prop one door open on election day. 
14) Is the door handle mounted between 34 and 48 inches above the ground/floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reposition door handles.
15) Is the door handle operable with a closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace with a lever or loop handle. <input type="checkbox"/> Retrofit with an add-on lever extension. <input type="checkbox"/> Install power-assisted/automatic openers. <input type="checkbox"/> Prop door open or have someone readily available to open door on election day.
16) Can doors be opened with a <i>maximum</i> of 5 foot-pounds of force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust door closers; oil hinges. <input type="checkbox"/> Install lighter doors, power-assisted doors, or automatic door openers. <input type="checkbox"/> Prop door open or have someone readily available to open door on election day.
17) If the door has a closer, does it take at least 3 seconds to close from a 70-degree open position to within 3 inches of the door latch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust door closers. <input type="checkbox"/> Prop door open or have someone readily available to open door on election day.
18) Is the height of unbeveled door thresholds 1/2 inch or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add bevels to both sides so that slope of each bevel is no greater than 1:2. <input type="checkbox"/> Use temporary ramps of proper slope.
19) Is the slope of beveled door thresholds 1 inch or less for every 2 inches of length (1:2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Change bevels to proper slope. <input type="checkbox"/> Put down temporary ramps of proper slope.

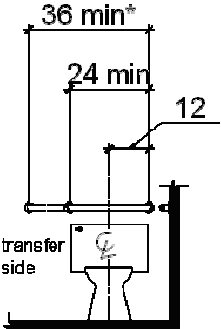
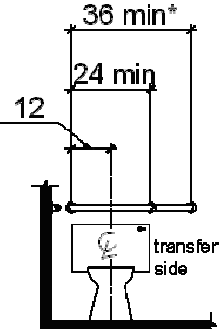
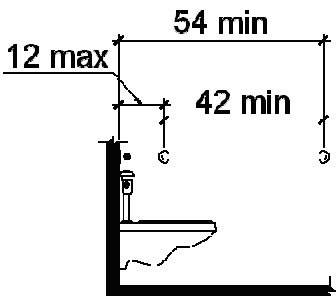
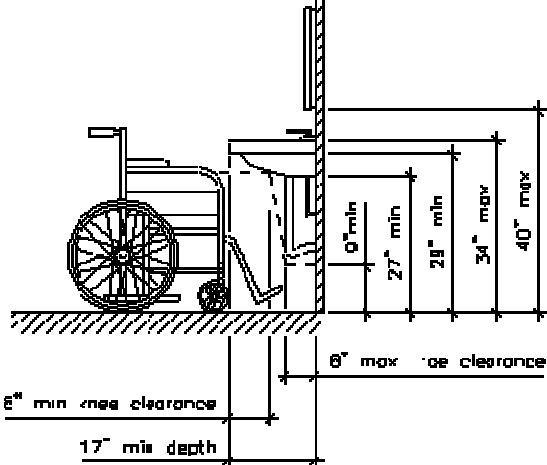
Questions				Possible Solutions
	Yes	No	NA	If no, consider making these changes:
<b>F. INDOOR SIGNS</b> All signs designating permanent rooms, spaces, and exits relevant to getting to the voting area must comply with the following:			<input type="checkbox"/>	
1) Are all such signs mounted between 48 and 60 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px; text-align: center;">height</div>	<input type="checkbox"/> Relocate signs.
2) Are all such signs mounted on a wall next to the latch side of door or as close as possible to it?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Relocate signs.
3) Do all such signs have high-contrast characters raised 1/32 inch above background with a height between 5/8 and 2 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px; text-align: center;">character height</div>	<input type="checkbox"/> Provide high contrast, raised characters of proper height.
4) Do all such signs also have Braille text?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Provide Braille text.
5) Are pictograms a minimum height of 6 inches and accompanied by Braille and raised characters?	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px; text-align: center;">pictogram height</div>	<input type="checkbox"/> Provide raised characters and Braille. <input type="checkbox"/> Provide pictograms of correct
<b>G. MOVING BETWEEN FLOORS (to get to the voting area)</b> <b>Note:</b> Post signs directing people along an accessible route to ramps, lifts, or elevators.			<input type="checkbox"/>	<i>* Please mark any questions that are not applicable to this polling place "NA."</i>
1) Is there an indoor route of travel to the voting area without stairs?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Relocate to a voting area on an accessible route. <input type="checkbox"/> Find an alternate accessible route. <input type="checkbox"/> Add a ramp or lift.
2) Does the accessible indoor route have a ramp? <i>If yes, complete APPENDIX I—RAMPS.</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Attach <b>APPENDIX I—RAMPS.</b>
3) Does the accessible route have an elevator? <i>If yes, complete APPENDIX II—ELEVATORS.</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Attach <b>APPENDIX II—ELEVATORS.</b>
4) Are there lifts? <i>If yes, complete APPENDIX III—LIFTS.</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Attach <b>APPENDIX III—LIFTS.</b>

Election Day Checklist		Notes
<b>H. VOTING AREA</b>		
<p>On Election Day, the following requirements must be met in order to ensure the voting area at the polling place is accessible.</p>		
<p>1) Make adequate space available in the voting area to access check-in tables, voting demonstration areas (if provided), and voting stations for people in wheelchairs or on scooters.</p>	<input type="checkbox"/>	<hr/> <hr/>
<p>2) Provide an accessible voting station that allows a voter to sit at a table:</p> <ul style="list-style-type: none"> <li>▪ of at least 30 inches wide by 19 inches deep.</li> <li>▪ with clear knee space of at least 27 inches.</li> <li>▪ with the top between 28 and 34 inches above the floor.</li> </ul>	<input type="checkbox"/>	<hr/> <hr/>
<p>3) Provide the same degree of privacy provided to those who sit to vote as is provided to those who don't sit.</p>	<input type="checkbox"/>	<hr/> <hr/>
<p>4) Provide typed instructions in 18 point or larger type for voters with visual impairments. It is suggested that a magnifying glass or low-cost magnifying page be made available as well.</p>	<input type="checkbox"/>	<hr/> <hr/>
<p>5) Provide at least one over-sized and easily graspable pen and pencil.</p>	<input type="checkbox"/>	<hr/> <hr/>
<p>6) Make sure the area is free of any objects that protrude more than 4 inches from the walls (See figure on page 4 for details.)</p>	<input type="checkbox"/>	<hr/> <hr/>
<p>7) Post voting instructions on the wall between 48 and 60 inches above the floor. Indicate that large-type instructions and other aids are available.</p>	<input type="checkbox"/>	<hr/> <hr/>

I agree to abide by these requirements on Election Day.

\_\_\_\_\_  
(initials)

Questions			Possible Solutions	
	Yes	No	NA	If no, consider making these changes:
<b>I. RESTROOMS</b>				
1) Are restrooms available?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Explain: _____
2) Are restrooms available to the public? <i>If yes</i> , answer questions 3 through 13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Explain: _____ _____
3) Is the restroom easily located and on an accessible path of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install signs identifying an accessible path. <input type="checkbox"/> Provide a temporary accessible restroom for voting day.
4) With the restroom entrance door open 90 degrees, is there an opening at least 32 inches wide? (See <b>Minimum door opening</b> figure on page 6.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Widen the door opening to 32 inches. <input type="checkbox"/> If latch projects 5/8 inch, widen to at least 31-3/8 inches. <input type="checkbox"/> Install offset (swing-clear) hinges.
5) If the restroom toilets are in stalls, is there a door opening at least 32 inches wide? (See <b>Minimum door opening</b> figure on page 6.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Widen the door opening to 32 inches. <input type="checkbox"/> If latch projects 5/8 inch, widen to at least 31-3/8 inches. <input type="checkbox"/> Install offset (swing-clear) hinges.
6) Is there sufficient clear floor space (excluding door swing) to access the toilet for people using wheelchairs? (See figures at right.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Modify the area to provide access.
<b>Minimum clear floor space for toilets</b>		<div data-bbox="649 1134 803 1197" style="border: 1px solid black; padding: 2px; text-align: center;">clear space</div>		
		<div data-bbox="649 1585 803 1648" style="border: 1px solid black; padding: 2px; text-align: center;">height</div>		
		<div data-bbox="649 1879 803 1942" style="border: 1px solid black; padding: 2px; text-align: center;">height</div>		
7) Is the height of the toilet seat between 17 and 19 inches above the floor? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Modify the seat height. <input type="checkbox"/> Install a new toilet or toilet seat.
8) Are grab bars installed 1-1/2 inches from wall and between 33 and 36 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install or modify grab bars.

Questions	Possible Solutions				
	Yes	No	NA	If no, consider making these changes:	
9) Are grab bars the correct length? (See figures below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Modify or install new grab bars.	
<b>Rear wall grab bar</b> 			<b>Side wall grab bar</b> 		
<b>Note:</b> Rear grab bar should be a minimum of 36 inches long. If wall space is limited, a minimum of 24 inches is allowed.					
10) Is the toilet paper dispenser between 7 and 9 inches in front of the toilet and is the outlet of the dispenser between 15 and 48 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust the dispenser to an accessible position.	
11) Is the top of the sink a maximum of 34 inches above the floor? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Modify the sink location to improve accessibility. <input type="checkbox"/> Install a new accessible sink.	
12) Is there a minimum depth of 8 inches for knee clearance and a minimum clear width of 30 inches? (See figure below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Modify the sink location to improve accessibility. <input type="checkbox"/> Install a new accessible sink.	
<b>Accessible sink and mirror</b> 	<input type="checkbox"/> inches from toilet <input type="checkbox"/> height				
13) Are soap and towel dispensers mounted no higher than 48 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust location of dispensers to the correct position	

This **Voting Accessibility Checklist** is a review of whether a citizen with a disability can access the voting process in their precinct by having a way to (1) enter the polling site, and (2) get to the voting location once inside the building.

This checklist is not intended to imply, in any manner, official compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). It is designed to determine accessibility to the voting process statewide for people with disabilities.

Completing this checklist does not in any way abrogate the responsibility or liability of owners of buildings that serve as a voting location from compliance with the Americans with Disabilities Act (ADA) or state law.

**Name of Polling Place:** \_\_\_\_\_

Precinct/Ward/District: \_\_\_\_\_

County: \_\_\_\_\_

**Signature of County Election  
Official:**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Surveyor:**

Disability Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**After completing this checklist, please send a copy  
to:**

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